

Executive Assistant.

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Company: Korn Ferry

Location: Denmark

Category: other-general

Job description

COMPANY BACKGROUND & CULTURE

Korn Ferry is a global organizational consulting firm. We help clients synchronize strategy and talent to drive superior performance. We work with organizations to design their structures, roles, and responsibilities. We help them hire the right people to bring their strategy to life. And we advise them on how to reward, develop, and motivate their people. Our 7,500 colleagues serve clients in more than 50 countries. We offer five core solutions.

Organizational Strategy

Assessment and Succession

Talent Acquisition

Leadership Development

Rewards and Benefits

Visit kornferry.com for more information.

POSITION SUMMARY & KEY RESPONSIBILITIES

Using organisational knowledge of procedures, the Executive Assistant provides administrative support to managers and colleagues, from varied levels, for KF. The position is responsible for coordinating calendars, travel schedules, on-site services and prepare expense reports. As a central point of contact, the role must ensure high quality of customer service to both internal and external clients and visitors.

The ideal candidate will possess administrative operations experience and have the ability to work independently yet take direction from managers. The candidate must be well-organised, a self-starter, flexible and resourceful. The role requires initiative and organisational skills to represent KF in a professional and polished manner with the goal to ensure a high degree of client satisfaction, both internally and externally. Experience in a professional office environment is required as well as strong technical skills. Core competencies required to excel in this role are quality control, attention to detail, ability to prioritise, communication, problem solving, adaptability and empathy.

PRIMARY RESPONSIBILITIES

Office Support

Serve as central point of contact for administrative enquiries and for consultants to access specialised services including graphics, production, and operations. Use knowledge of corporate resources and strong internal relationships to work efficiently

Coordinate travel schedules, both domestic and international for consultants, preparing a detailed itinerary prior to departure

Assist with other administrative / operational duties such as file maintenance, photocopying, scanning, mailings, trouble shooting and meeting planning

Update the distribution list and coordinate regular mailings

Flag related issues with manager

Support other colleagues when possible and needed (i.e. providing coverage for other administrative assistants) providing timely answers to requests

Meeting Support

Maintain calendars including internal meetings, conference calls involving multiple time zones, setting virtual meetings, and client meetings, ensuring IT equipment is set up and coordinate materials, supplies and catering as required

Support on site activities related to employee orientation

Business Support

Collaborate with consultants and accounting to open projects and follow up on receivables as needed

Prepare and submit regular and accurate expense reports and reconcile statements

Code and submit invoices, prepare check requests

Prepare/save regular timesheets, showing utilization time allocated to engagements

Use utmost discretion and professionalism when working with confidential information

Update business development database as instructed

Compile, prepare, edit and format various reports, presentations and business documents, and analyses data and information from identified sources within prescribed guidelines and procedures

EDUCATION, EXPERIENCE, & OTHER QUALIFICATIONS

Candidates must be either educated to degree level or have equivalent qualifications / or demonstratable work experience in the EA/administration field

Excellent PowerPoint skills with high proficiency in the Microsoft Office suite (Outlook, Word and Excel)

Relevant experience of supporting leaders and senior professionals within a Professional Services environment

Working knowledge of HCM / SAP / Salesforce

Office machines skills required for printers/photocopiers, binding machines, mailing equipment,

Strong computer and Internet research skills related to administrative work

Client management/service experience preferred

Demonstrated track record of sound judgment and professionalism with the ability to work with leaders. High degree of interpersonal and professional savvy across varying levels of internal management, staff, clients, and associates, with the ability to manage expectations

Ability to plan complex international travel to highly detailed level

Ability to maintain confidentiality and discretion in dealing with sensitive matters

Strong analytical skills and ability to translate to operational processes

Must be able to work independently with little supervision but able to take direction from management, be detail oriented, be proactive, at times flexible in terms of hours/responsibilities and able to organize and prioritize multiple deadlines

Excellent written and verbal communication skills; customer service focused with excellent phone etiquette

Able to make timely decisions and drive to action

Excellent organizational capabilities with a high degree of prioritization

Basic project management and coordination skills preferred

Languages: English

COMPETENCIES

Customer focus : Building strong customer relationships and delivering customer-centric solutions.

Drives results: Consistently achieving results, even under tough circumstances.

Collaborates : Building partnerships and working collaboratively with others to meet shared objectives

Being resilient : Rebounding from setbacks and adversity when facing difficult situations.

Manages Complexity: Making sense of complex, high quantity and sometimes contradictory information to effectively solve problems.

Plans and Aligns Planning and prioritizing work to meet commitments aligned with organizational goals.

Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Demonstrates Self-awareness Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.

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Cross References and Citations:

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